



*INSTRUCTIONS FOR COMPLETING*  
**APPLICATION FOR ELECTRICAL  
CONTRACTOR'S LICENSE  
FOR OPEN WINDOW SPECIALTIES**

**\*APPLICATION MUST BE RECEIVED BY JULY 31, 2004\***

**SUBMIT ALL ITEMS AS A COMPLETE PACKAGE OR WE WILL BE UNABLE TO PROCESS YOUR APPLICATION. THE BUSINESS NAME MUST BE EXACTLY THE SAME ON ALL DOCUMENTS.**

A complete **APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE FOR OPEN WINDOW SPECIALTIES** includes:

1. Completed application **including**:
  - a. **Uniform Business Identifier (UBI) number.** (Issued by the [Master Business License Division](#) of the [Department of Licensing](#).) You will also need this number to obtain a bond.
  - b. **Corporation, LLC, or LLP:** You must be properly registered with the State of Washington Secretary of State Corporations Division (this includes corporations from out-of-state). If you change corporate officers, you must officially notify the Secretary of State Corporations Division **AND** then you need to supply written notification to the Labor and Industries Electrical Licensing Section. Failure to notify both parties could delay your company's ability to buy permits and request inspections.
  - c. **Application fees: \$332.30**  
(Electrical Contractor \$232.90 + Administrator Temporary Certificate \$64.40 + Assignment \$35.00.)
  - d. **Industrial Insurance Account Number:** If you have employees or plan to hire employees, you must provide your Industrial Insurance Account number (Issued by the Department of Labor and Industries, Industrial Insurance Division).
2. **Designated Administrator:** Complete the attached **Application for Temporary Specialty Administrator & Assignment** form. The administrator must either be an owner/principle or a supervisory employee and must agree to perform the administrator duties as detailed in [RCW 19.28.061](#). Only one administrator can be assigned to the business at a time. You must submit a copy of the company's business license showing the company was licensed between January 1, 2002 and September 1, 2002, to qualify for a temporary specialty administrator certificate.
3. **ELECTRICAL/TELECOMMUNICATIONS CONTRACTOR'S BOND TO THE STATE OF WASHINGTON** form [F500-019-000](#) (see 3a for instruction) **OR**  
**ELECTRICAL/TELECOMMUNICATIONS CONTRACTOR ASSIGNMENT OF SAVINGS ACCOUNT** form [F500-020-000](#) (see 3b for instructions)
  - a. The **BOND** (submit original only) must:
    - Be completed by your bonding agent and **must** include the effective date, the **bonding company representative's signature**, and the seal of the bonding company.
    - There can be no errors, whiteouts, alterations or additions on this form.
    - State the name of the principal, partners, or corporation and the business name of the contracting company. The business name must **EXACTLY** match the business name listed on the application. (See **\*\*NOTE\*\***)
  - b. In lieu of a bond, you may submit an **ASSIGNMENT OF SAVINGS ACCOUNT**. The **ASSIGNMENT OF SAVINGS** (submit original only) must:
    - Be completed by your financial institutions authorized representative and that person's signature **MUST BE NOTARIZED**.
    - The saving account assignment must be for the sum of \$4,000 to the State of Washington. These funds cannot be released until 1 year after the contractor license is expired, revoked, or the owner notified the department in writing that the company is no longer doing electrical contracting business in the State of Washington providing there is no pending legal action.
    - There can be no errors, whiteouts, alterations or additions on this form.
    - State the name of the principal, partners, or corporation and the business name of the contracting company. The business name must match **EXACTLY** the business name listed on the application. (See **\*\*NOTE\*\***)

**\*\*NOTE\*\***

- Individual Proprietorship example:  
Mark Jones (principal), DBA Jones Communications (business name).
- Partnership example:  
John Smith and Henry Jones (principals), DBA Smith and Jones Cabling (business name).
- Corporation, LLC, or LLP example:  
Empire Corporation (principal), registered trade name: Network Communications (business name).

**THE FOLLOWING SPECIALTY ELECTRICAL CONTRACTOR LICENSES ARE AVAILABLE TO TAKE ADVANTAGE OF THE OPEN WINDOW OPPORTUNITIES** (see [WAC-296-46B-920](#) for more details on the scope-of-work):

**Domestic Well (03A):** Limited to residential water pumps, pump controls and residential sewage disposal systems, where the pump does not exceed 7 1/2 horsepower at 250 volts AC single phase.

**HVAC/refrigeration restricted (06B):** Limited to the installation, maintenance and repair of low voltage class 2 HVAC/R controls and cables; and internal line voltage components for furnaces, heat pumps and similar HVAC/R equipment supplied by a circuit not to exceed 250 volt 120 amp single phase.

**Nonresidential Maintenance (07):** Limited to maintenance, repair and replacement of like-in-kind existing electrical equipment and conductors.

**Nonresidential Lighting Maintenance and Retrofit (07A):** Limited to working within the housing of existing nonresidential lighting fixtures for maintenance, repair, or retrofit upgrades.

**Residential Maintenance (07B):** Limited to the maintenance, repair, or replacement of existing luminaires, hot water heaters and appliances operating at a maximum of 250 volts, 60 amperes, single phase in residential dwellings.

**Restricted Nonresidential Maintenance (07C):** Limited to the maintenance, repair, or replacement of existing luminaires, electric water heaters and appliances operating at a maximum of 250 volts, 60 amperes, single phase, or 277 volts, 20 amps for lighting branch circuits only.

**Appliance Repair (07D)** Restricted to servicing, maintaining, repairing, or replacing household appliances, small commercial/industrial appliances, and other small utilization equipment that operates at a maximum of 250 volts, 60 amperes, single phase.

**Equipment Repair (07E)** Restricted to servicing, maintaining, repairing, or replacing utilization equipment that is connected as a single unit to a single source of electrical power limited to a maximum of 600 volts.

**Door, Gate, and Similar Systems (10):** This specialty may install, service, maintain, repair, or replace door/gate/similar systems electrical operator wiring and equipment.

**NOTE:** If you are performing other **non-electrical** type work you may also need to be registered with the [Contractor Registration Section](#) as well. For more information see [RCW 18.27](#) or contact them at 360-902-5226.

Visit our website at [www.Lni.wa.gov](http://www.Lni.wa.gov) under Trades & Licensing for more information and services, such as:

- Internet access for **licensed contractors** to purchase permits on-line using Internet Purchase of Electrical Permits (**IPEP**) and request inspection or view the results of inspections on-line using Electrical Inspection Request System (**EIRS**). Go to <http://www.lni.wa.gov/forms/pdf/500054af.pdf> to download the application.
- You can renew your electrical license or certificate by clicking Get or Renew a License (credit card payment required).
- Go to [Look up a contractor, electrician or plumber](#) to check status of a company or person.
- Obtain the electrical laws and rules, chapter 19.28 RCW and 296-46B WAC under Electrical rules, policies & laws.
- Obtain information regarding the examination, including testing outlines under Exams, Training & Education.
- Easily keep informed about the electrical industry in Washington and receive automatic e-mail notices, by joining the electrical listserve at <http://listserv.wa.gov/archives/electrical.html> then click "join or leave the list".

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TUMWATER OFFICE AT (360) 902-5269.**



**BUSINESS TYPE** (Check one only)☐ **INDIVIDUAL PROPRIETORSHIP** (Name of the individual, not the business name)

Name (Last name, first name, middle initial)	Social Security Number	Phone (include area code):	
Mailing Address	City	State	Zip Code

☐ **PARTNERSHIP** (Names of each partner)

1 <sup>st</sup> Partner Name (Last name, first name, middle initial)	Social Security Number	Phone (include area code)	
Mailing Address	City	State	Zip Code
2 <sup>nd</sup> Partner Name (Last name, first name, middle initial)	Social Security Number	Phone (include area code):	
Mailing Address	City	State	Zip Code
3 <sup>rd</sup> Partner Name (Last name, first name, middle initial)	Social Security Number	Phone (include area code)	
Mailing Address	City	State	Zip Code

☐ **CORPORATION**    ☐ **LLC**    ☐ **LLP**

Names must match those listed with the Corporate Division in the Office of the Secretary of State.

Name of Corporation, LLC, or LLP	Federal Tax Identification Number	Phone (include area code)	
Mailing Address of Principal Office	City	State	Zip Code
President (Last name, first name, middle initial)	Social Security Number	Phone (include area code)	
Mailing Address	City	State	Zip Code
Vice President (Last name, first name, middle initial)	Social Security Number	Phone (include area code)	
Mailing Address	City	State	Zip Code
Secretary (Last name, first name, middle initial)	Social Security Number	Phone (include area code)	
Mailing Address	City	State	Zip Code
Treasurer (Last name, first name, middle initial)	Social Security Number	Phone (include area code)	
Mailing Address	City	State	Zip Code
Registered Agent (Last name, first name, middle initial)	Social Security/UBI Number	Phone (include area code)	
Physical Address ( <u>Not</u> a PO Box)	City	State	Zip Code



## APPLICATION FOR TEMPORARY SPECIALTY ADMINISTRATOR CERTIFICATE

### \*APPLICATION MUST BE RECEIVED BY JULY 31, 2004\*

A separate fee for administering the examination must be paid directly to the exam contractor.

This application must be submitted with the Application For Electrical Contractor License For Open Window Specialties.

<b>Name</b> <i>(Last name, first name, middle initial)</i>			<b>Birth Date</b>
<b>Mailing Address</b>			<b>Social Security Number</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Daytime Phone</b> <i>(Include area code)</i>

Have you ever been certified as an Electrical or Telecommunications Administrator?

☐ Yes

☐ No

If yes, please list certificate number: \_\_\_\_\_

Have you ever applied to take an Electrical or Telecommunications Administrator's exam?

☐ Yes

☐ No

If yes, please list what exam you have taken: \_\_\_\_\_

\* To qualify for a temporary specialty administrator certificate you must submit a copy of the company's business license showing that the company was licensed between January 1, 2002 and September 1, 2002, per WAC 296-46B-930 Table 930-1.

#### I am applying for the Temporary Administrator certificate marked below *(Check one category only)*

- |  |  |
|--|--|
| <input type="checkbox"/> (03A) Domestic well                       | <input type="checkbox"/> (07C) Restricted nonresidential maintenance |
| <input type="checkbox"/> (06B) HVAC/refrigeration restricted       | <input type="checkbox"/> (07D) Appliance repair                      |
| <input type="checkbox"/> (07) Nonresidential maintenance           | <input type="checkbox"/> (07E) Equipment repair                      |
| <input type="checkbox"/> (07A) Nonresidential lighting maintenance | <input type="checkbox"/> (10) Door, gate, and similar systems        |
| <input type="checkbox"/> (07B) Residential maintenance             |  |

- See WAC 296-46B-920 for information regarding scope-of-work definitions.
- See WAC 296-46B-930 Table 930-1 for additional information on application instructions.
- Allow at least 4 - 6 weeks processing time under normal circumstances.
- You may contact LaserGrade directly at **1-800-211-2754** or at **www.Lasergrade.com** to schedule your exam. You must **pass the exam by the expiration date of your temporary certificate**, which will be **12 months** after application is submitted.
- When you successfully complete all sections of the examination you must submit your passing reports with the original certificate fee to the department, we will then mail your administrator certificate in about 4 weeks.
- Visit our electrical website at <http://www.lni.wa.gov/TradesLicensing/Electrical/ExamEd/ExamInfo/> for testing information and outlines.

**\*\*I have read and understand the scope of work that I am applying for and understand that I will be tested on the entire scope of work detailed under this specialty in WAC 296-46B-920.**

<b>Date:</b>	<b>Applicant's Signature:</b>
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**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE TUMWATER OFFICE AT (360) 902-5269.**

This section below for departmental use only

Effective Date	Expiration Date	Specialty Code	Initial	Current certificate number
mo day year	mo day year			



## ASSIGNMENT OF TEMPORARY SPECIALTY ADMINISTRATOR'S CERTIFICATE

This form must be submitted with the attached Application For Temporary Specialty Administrator Certificate.

<b>Name</b> <i>(Last name, first name, middle initial)</i>			<b>Date</b>
<b>Mailing Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Daytime Phone</b> <i>(Include area code)</i>

Assignment will become effective the date a complete application is received.

<b>I WILL BE ASSIGNED TO</b>	
	<i>(Electrical Contractors Name)</i>

I AGREE TO PERFORM THE DUTIES OF THE ADMINISTRATOR AS STATED IN CHAPTER 19.28 RCW AND TO NOTIFY THE DEPARTMENT WITHIN 10 DAYS OF A CHANGE IN MY STATUS AS AN ADMINISTRATOR.	
<b>Date</b>	<b>Administrator's Signature</b>

### ADMINISTRATOR'S SIGNATURE MUST BE NOTARIZED

NOTARY  
SEAL

SUBSCRIBED AND SWORN TO BEFORE ME ON	MY COMMISSION EXPIRES ON
DATE	
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

NOTARY SIGNATURE

### ASSIGNMENT CONFIRMATION

I am the owner, partner, principal, or an officer of the contractor above. I confirm the above applicant is to be assigned as the designated administrator for this contractor's license to perform the administrator's duties per chapter 19.28 RCW.		
<b>Date</b>	<b>Company Representative's Name (Print)</b>	<b>Company Representative's Signature</b>

NOTARY NOT REQUIRED FOR COMPANY REPRESENTATIVE SIGNATURE

This section below for departmental use only

<input type="checkbox"/> Assignment			
	Effective Date	Date Processed	Initials